

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1494140
POSITION NO: 241625
CLASS CODE: 2277

Date Posted: 10/03/11
Closing Date: 10/14/11

POSITION TITLE: CORRECTIONAL OFFICER
DEPARTMENT NAME: DPS/Department of Corrections
DEPARTMENT NO: 149 WORKSITE LOCATION: Tuba City, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A
Days: Split-Shift Permanent: ☒
Hours: Split-Shift Temporary: ☐ Duration: \$ 24,752.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs various duties regarding the intake, care, supervision, and custody of youth in a correctional facility. Books into custody, detains, incarcerates and guards detainees and residents in accordance with established policies and procedures. Conduct initial assessments. Participates in searches, lockdowns, and other security measures. Restrains residents as needed. Perform periodic checks of resident's living quarters and common areas. Supervise and escort assigned residents. Transport residents to courts, prosecutors, hospitals, educational facilities, and other places as necessary. Maintain records and files of residents and detainees. Prepare required reports. Provide orientation of new residents. Distribute and supervise intake of medication as required by medical prescription. Administer first aid and CPR as needed. Verifies documentation for completeness and accuracy before releasing residents and detainees. Attend required meetings, training, workshops, seminars, and conferences, in order to maintain certifications. Work requires walking, running, lifting, and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable, and life threatening situations can occur.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

(To receive full credit for education/training, applicant must submit copies of transcripts, certificates, diploma, etc.)

Experience:

One (1) year experience in a correctional/detention facility; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (Additional certificates may be required upon employment.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws, regulations and policies governing incarceration; of the method, practices and procedures used in the care and custody of inmates; of methods and techniques for maintaining control over inmates; and of CPR and First Aide. Skill in maintaining composure under stressful or dangerous conditions; in maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions; and to remain alert at all times and to react quickly in an emergency situation.

License/Certification Requirements:

Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a Food Handler's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Within one (1) year of employment must complete the BIA Basic Corrections Officer Training. Additional certification or trainings may be required.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99